

LEL

May 18, 2012

NOTICE TO THE TRADE – DeCA NOTICE 12-83

SUBJECT: Dead Stock Process

The purpose of this Notice to the Trade is to advise industry of the new Vendor Dead Stock Request Form DeCA 40-273, May 2012 and the current dead stock procedures.

The current deleted item process was revised several years ago to help ensure inventory sold through on deleted items. When the lines of communication are open the process works very well, but there are always issues that can cause dead stock to occur.

When an item is deleted and no longer available in DIBS a dead stock request must be submitted on a Vendor Dead Stock Request Form DeCA 40-273, May 2012 by the broker via e-mail to LELD; donna.starkus-ward@deca.mil and michael.pettitt@deca.mil. The approving official's name and title must be included on the request form. All dead stock items will be reduced by 50% of the last submitted EDI price via in-store Vendor Credit Memorandum (VCM). If the request is approved, the item will be temporarily added to the appropriate store's Catalog Master File (CMF). Store(s) will be notified when file maintenance is complete by email from LELD. Dead stock items must be ordered within 30 days of reallocation. Local representatives must work with their national broker/manufacturer representative to complete the DeCA Form 40-273.

DeCA is committed to working hand in hand with our industry partners, which includes manufacturers, brokers and distributors. We recognize and appreciate that a large majority of our industry partners are already using responsible practices to prevent and minimize the time and costs associated in processing deleted items. Thanks in advance for your continued support.

My points of contact for this action is Donna Starkus-Ward, Manager, Distribution Branch, at (804) 734-8000 ext. 48154, and Michael Pettitt, CONUS Distributor Coordinator, (804) 734-8000 ext. 48184.

//signed//
ERIC SWAYZEE
Director, Logistics

Attachments:

Vendor Dead Stock Request Form DeCA 40-273, May 2012

DeCA Form 40-273 instructions

Current item delete process